

CIA INTERNAL USE ONLY

MEMORANDUM FOR: General Counsel

STATINTL

ATTENTION :

SUBJECT : Briefing of Personnel Scheduled for Overseas Duty

1. The Office of Personnel is currently reviewing its program for assisting and briefing employees scheduled for overseas duty. In addition to mandatory informal procedural requirements on matters such as transportation, passports, documentation, travel advances, security, etc., the Office of Personnel tries to render useful assistance and guidance on matters which are predominantly the personal responsibility of the individual.

2. We believe there is probably a great deal of practical advice that can and should be given to employees but which is not provided at the present time. Most of this information seems to fall in the area of legal advice or at least to have such predominant legal overtones as to lead us to seek your assistance in developing a listing of topics for possible inclusion in our briefing material. Even though we recognize that no two persons may have the same problems or the same need for assistance, a checklist with appropriate explanatory text would seem desirable. Some of the topics we have in mind are:

- a. The need for a will - why and when important. How to prepare and execute a simple will appropriate to most situations. Where to find examples of sample wills. How to recognize special problems warranting an individually tailored will.
- b. Powers of Attorney - purpose and significance - situations recommending prior establishment of power of attorney.
- c. Preplanned and arranged guardianship for children in event of common disaster to husband and wife.
- d. Designation of an executor in a will. Who should executor be? Importance of having executor a resident of probating State. Advantages of an institutional executor. Use of your personal bank as an executor.
- e. Joint bank accounts - pros and cons. Joint home ownership.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

SUBJECT: Briefing of Personnel Scheduled for Overseas Duty

- f. State and D.C. income taxes - How to accomplish a change of domicile which will be acceptable to tax authorities.

3. In summary, we are suggesting the ultimate development of a check-list of briefing materials which will induce people to take inventory of their own personal affairs and which will incite them to take foresighted action when appropriate. Further, we would want to tell them what office in the Agency will give them further assistance or where else they should go for specific action. To develop such material one must have awareness and knowledge of the problems and difficulties encountered by the unfortunate individual because he did not anticipate the eventuality which came his way. We presume members of the Legal Staff can collectively recall numerous cases representing all of the major pitfalls. We therefore ask whether you can STATINTL and will undertake the initial identification of subjects worthy of coverage and then work with us in the development of effective briefing materials.



Deputy Director of Personnel

CIA INTERNAL USE ONLY

STATINTL

Approved For Release 2002/06/05 : CIA-RDP62-00631R000300070004-9

Approved For Release 2002/06/05 : CIA-RDP62-00631R000300070004-9